**END USER** MANUAL

Core-CT Self–Service

# FULL-TIME EMPLOYEES

WESTERN
CONNECTICUT
STATE UNIVERSITY

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## What is Core-CT Self-Service?

Core-CT is the State of Connecticut's Payroll System that contains a module (self-service) that will allow employees to enter their biweekly time sheet electronically. Employees can access Core-CT via the internet on any desktop computer, laptop, and also via an iPad. Once an employee enters their time sheet following the completion of the pay period their hours will then be submitted to their department supervisor for their electronic approval. Once the time sheet has been approved by the supervisor it authorizes a paycheck to be produced for the employee via Core-CT.

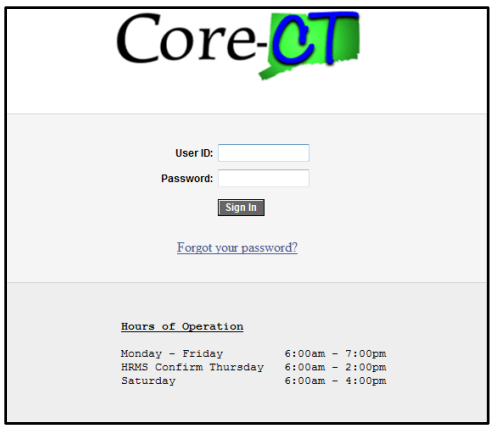
## Logging into Core-CT

Core-CT is accessed by going to the following website address:

http://www.core-ct.state.ct.us/

You will then be brought to the following website:

Click on the "login" option in the upper left hand corner and you will then be brought to the following login page

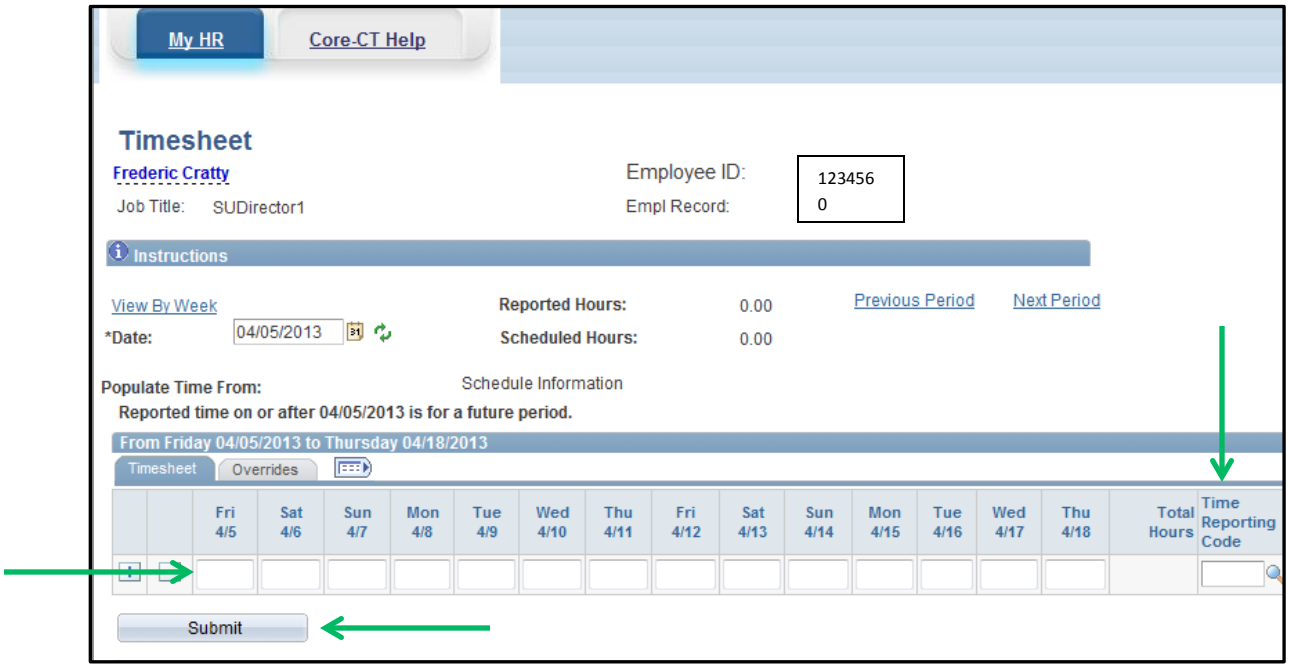



Once accessing this screen you need to enter your User ID and Password and click the "Sign In" button. When logging in for the first time you will be prompted to change your password and to setup a password recovery.

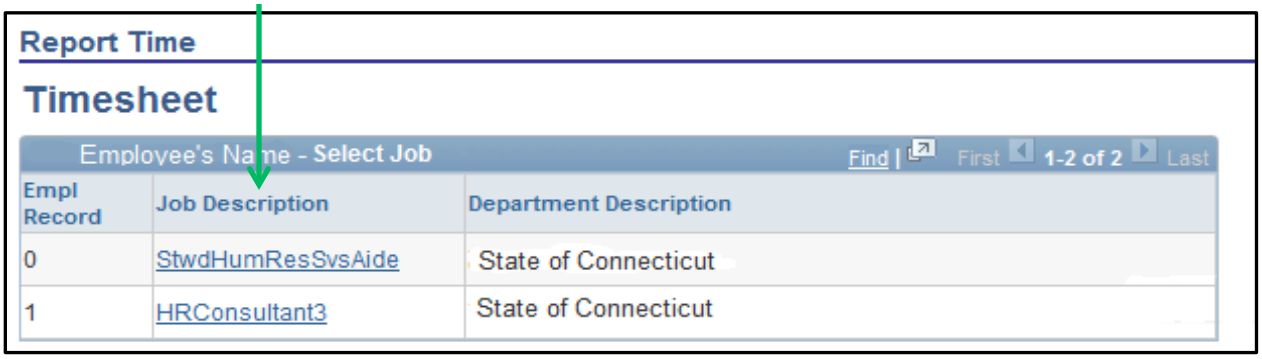
- Once you have successfully logged into Core-CT you will be brought to the following screen:

## Entering Your Biweekly Timesheet – Regular Hours Only

- Click on the "Timesheet" as indicated by the green arrow above
- Once clicking on this you will be brought to the following screen:




- Please be aware that if you currently work more than one (1) job with WCSU you will see the below screen first

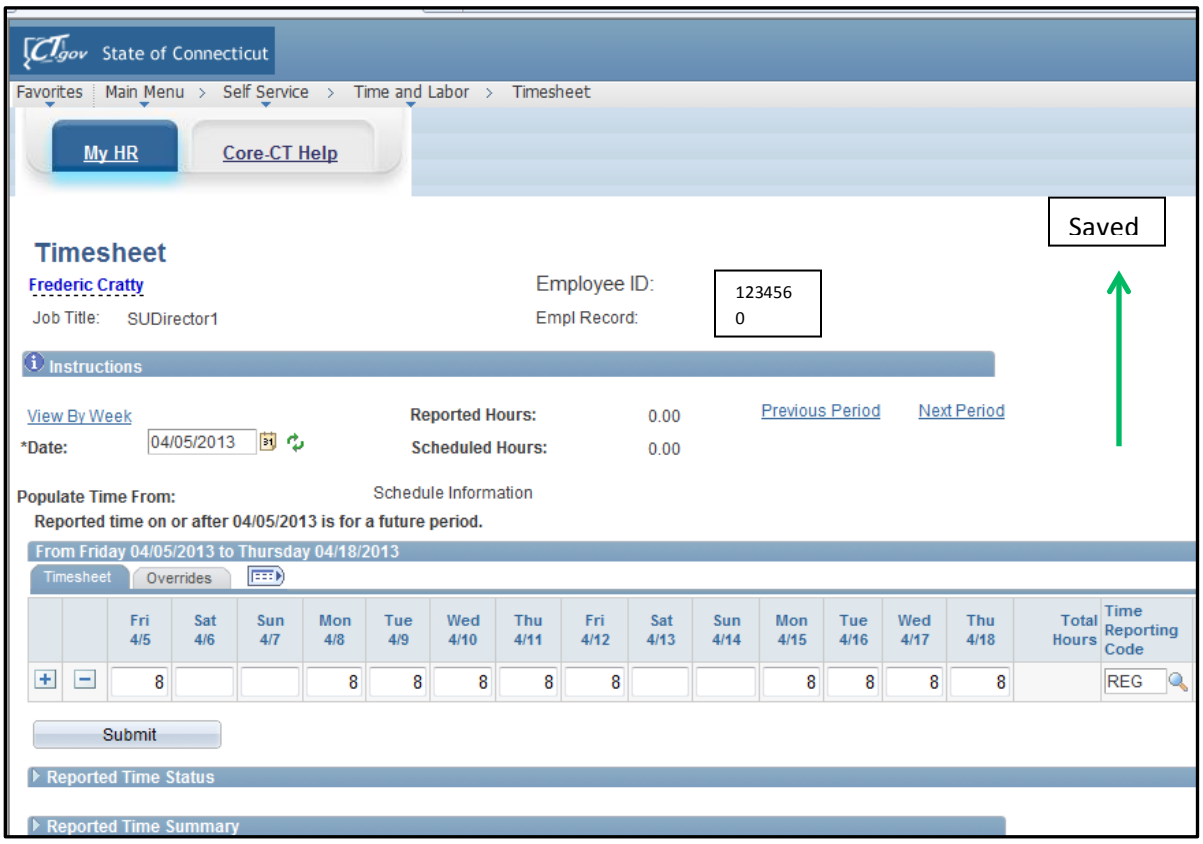



- In this case you must first select the correct job before you will be brought to the two (2) week time period where you will enter your hours worked. In order to select your job double click on the correct job title under the "job description" as noted by the green arrow above.
- You will then be brought to the above screen which contains the two (2) week pay period
- You now need to enter the amount of hours that you worked for each day of the pay period. In the below example this is an employee who worked Monday – Friday for eight (8) hours each day. Once you have entered the hours for each day you need to go to the box titled "Time Reporting Code" and enter REG.

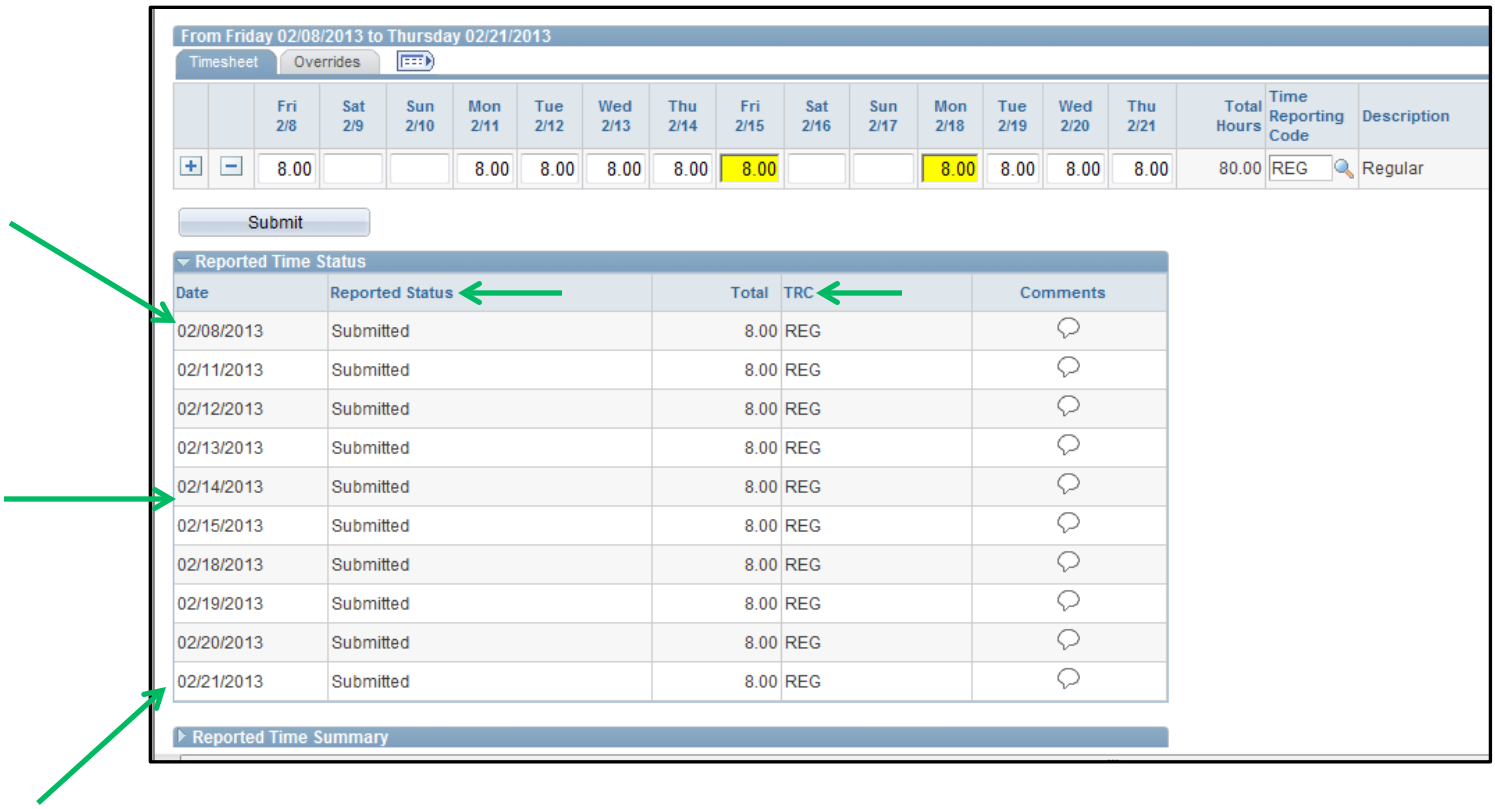
*** Please be aware that you can only enter your hours in increments of .25 as follows:

- .25 = 15 minutes
- .50 = 30 minutes
- .75 = 45 minutes

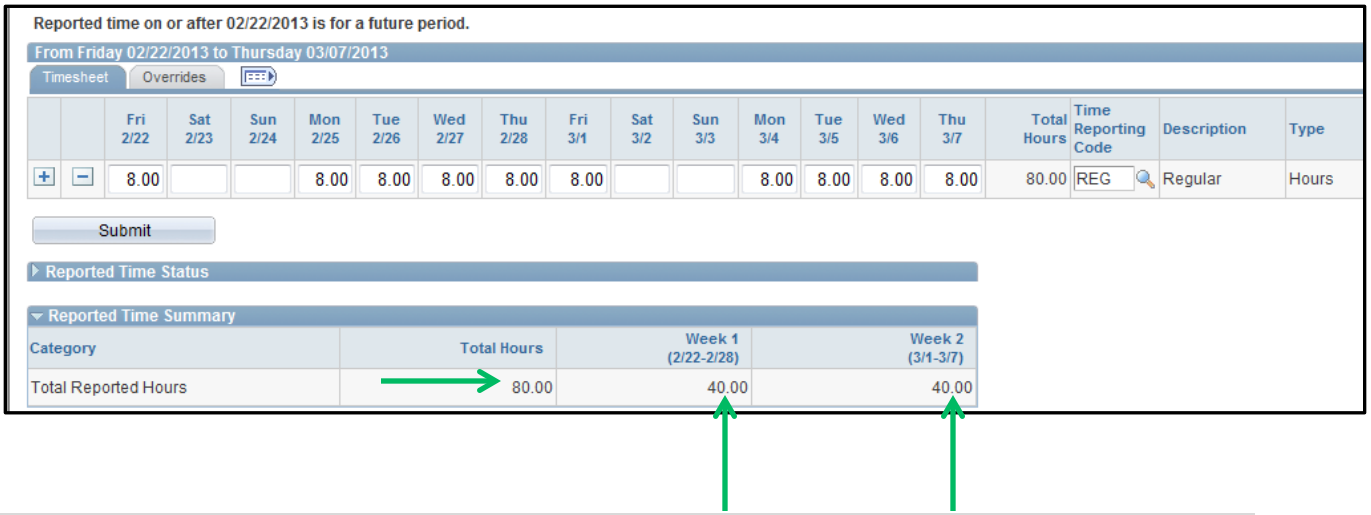
- After doing this you should then click on the "Submit" button. ***Please be aware that you can submit your hours on a daily basis and do not have to submit once at the end of the pay period.***




- You will then notice a "Saved" message appearing in the upper right hand corner of the screen. This will flash across the screen for a few seconds and then disappear.
- If you click on the triangle next to the "Reported Time Status" line you will then be brought to the following screen:




- You now will see each day listed that you entered time for along with a reported status code of "Submitted." This means that you have submitted your hours worked to your supervisor and there is nothing further for you to do. Please be aware that your supervisor will not be able to access or approve your hours worked until the following day. This is due to the fact that the system has to process the hours during an overnight process.
- Also please note that the column titled "TRC" stands for Time Reporting Code and for everyday it lists REG which stands for regular pay.
- If you click the triangle next to "Reported Time Status" again it will now hide this information
- Now click on the triangle next to the "Reported Time Summary" line and you will be brought to the following screen:

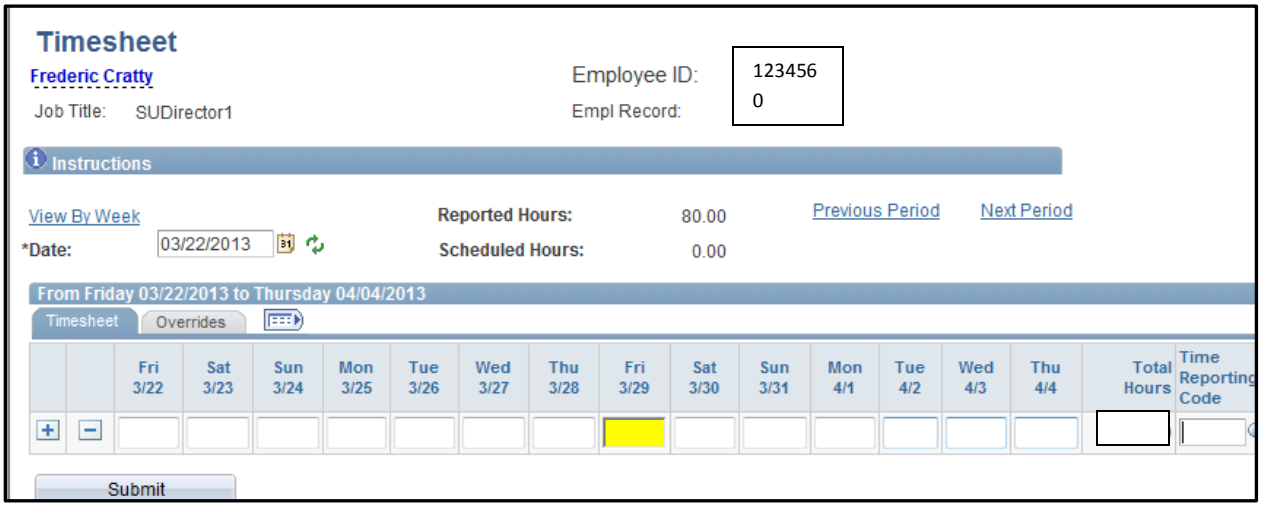


- Please note the “Total Hours” noted above is 80.00. This number should equal the number of hours that you worked for the two (2) week pay period.
- Also, please note that there a column titled “Week 1” which lists 40.00 hours and “Week 2” which lists 40.00 hours. These columns represent the number of hours that you worked in each respective week of the pay period.
- If you click the triangle next to “Reported Time Summary” again it will now hide this information

## Entering a Holiday

- Click on the "Timesheet" as indicated by the green arrow below

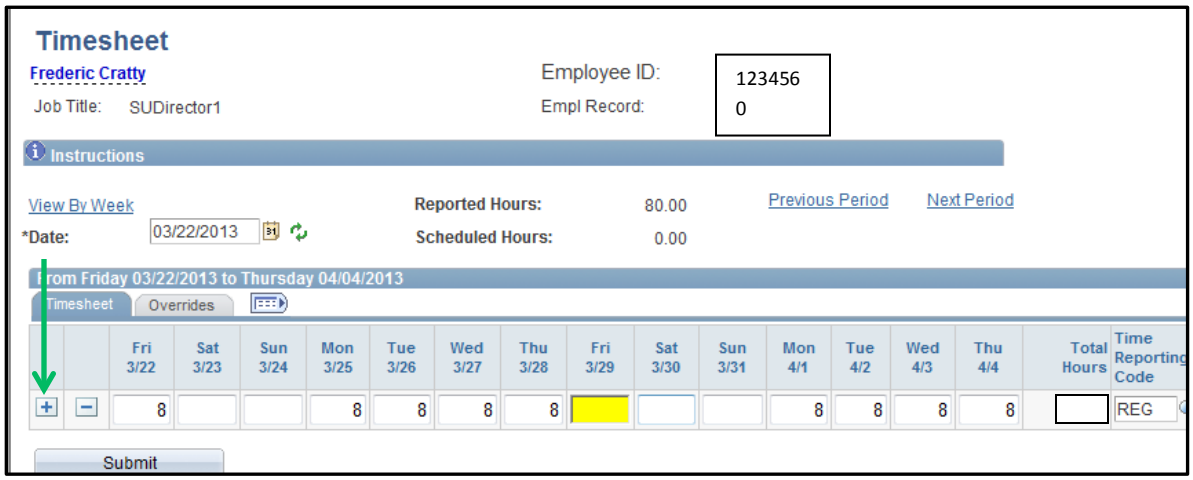
- You will now be brought to the following screen:



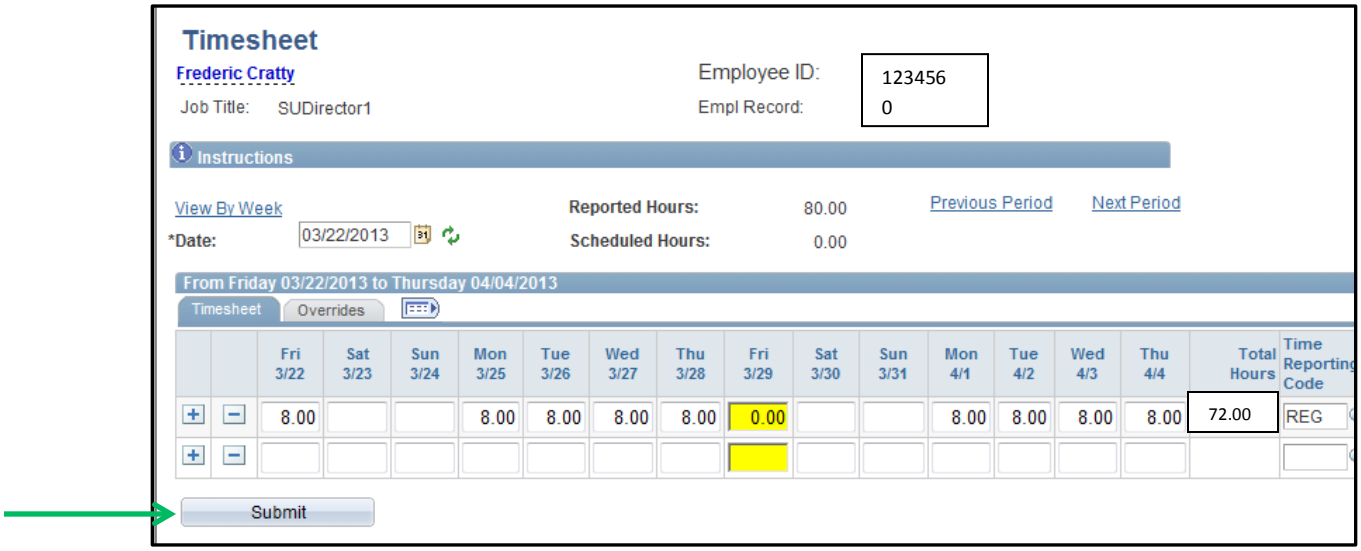

- In this example the employee worked nine (9) days during the pay period and had one (1) holiday.
- In the above screen print you will see the Fri, 3/29 is highlighted in yellow. The reason for this is because this is the day of the observed holiday for the employee. The holidays in Core-CT are

highlighted for each employee based on their union contract, thus for this employee the observed holiday is on Fri, 3/29.

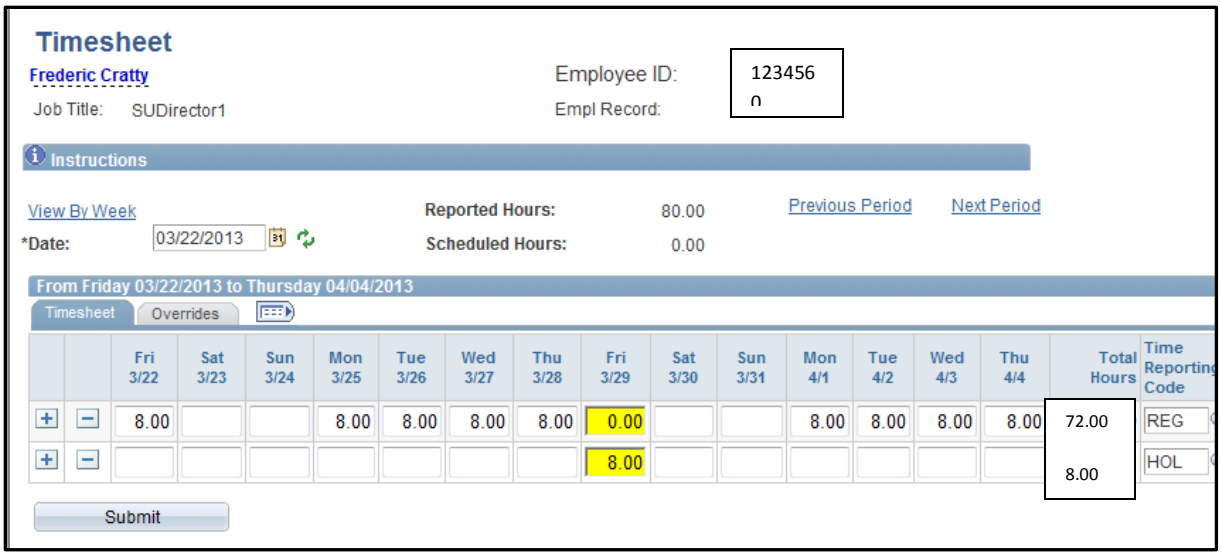
- At this point enter 8 for every work day of the pay period with the exception of Fri, 3/29 and enter REG in the "Time Reporting Code" box. After doing so your screen will look as follows:




- Now you need to add another row to the timesheet in order to add the holiday. In order to do so click on the "+" sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:



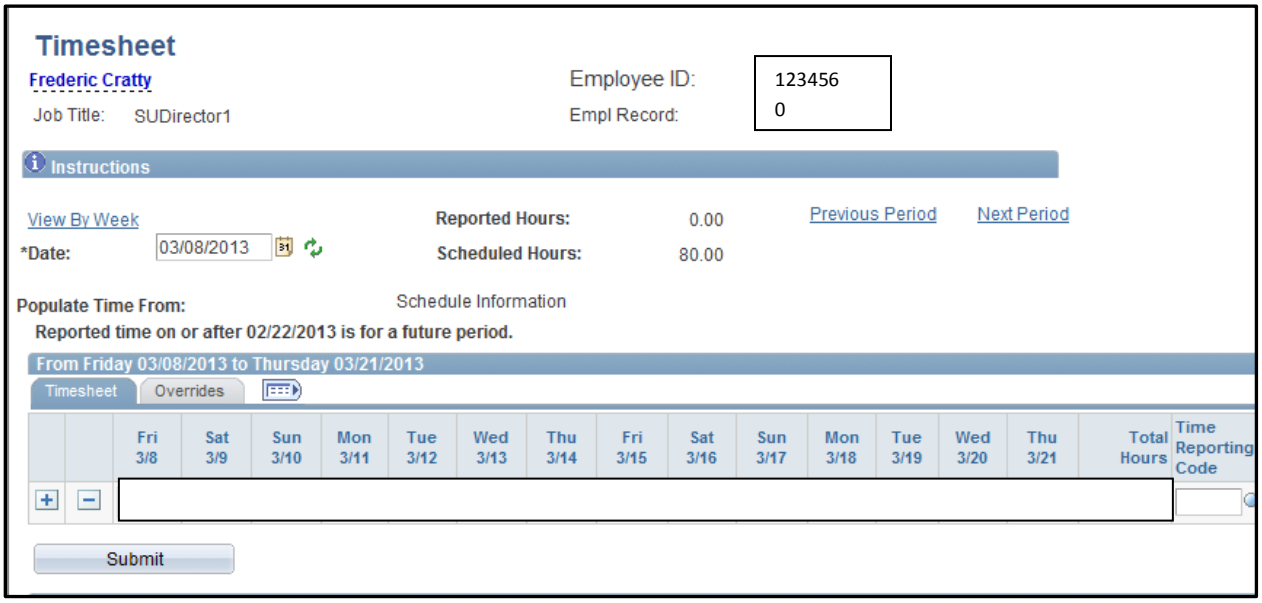

- Go to the yellow highlighted box and enter 8 and then enter HOL in the "Time Reporting Code" box.
- Click on the "Submit" box
- Your timesheet will now look as follows:


Timesheet
Frederic Cratty
Job Title: SUDirector1
Employee ID: 123456
Empl Record: 0
Instructions
View By Week
*Date: 03/22/2013
Reported Hours: 80.00
Scheduled Hours: 0.00
Previous Period
Next Period
From Friday 03/22/2013 to Thursday 04/04/2013
Timesheet
Overrides
Fri 3/22
Sat 3/23
Sun 3/24
Mon 3/25
Tue 3/26
Wed 3/27
Thu 3/28
Fri 3/29
Sat 3/30
Sun 3/31
Mon 4/1
Tue 4/2
Wed 4/3
Thu 4/4
Total Hours
Time Reporting Code
8.00 8.00 8.00 8.00 8.00 0.00 8.00 8.00 8.00 8.00 72.00 REG
8.00 8.00 HOL
Submit

**Entering Your Biweekly Timesheet – Time Reporting Codes in Addition to Regular Pay**

- Click on the "Timesheet" as indicated by the green arrow below

- You will now be brought to the following screen:

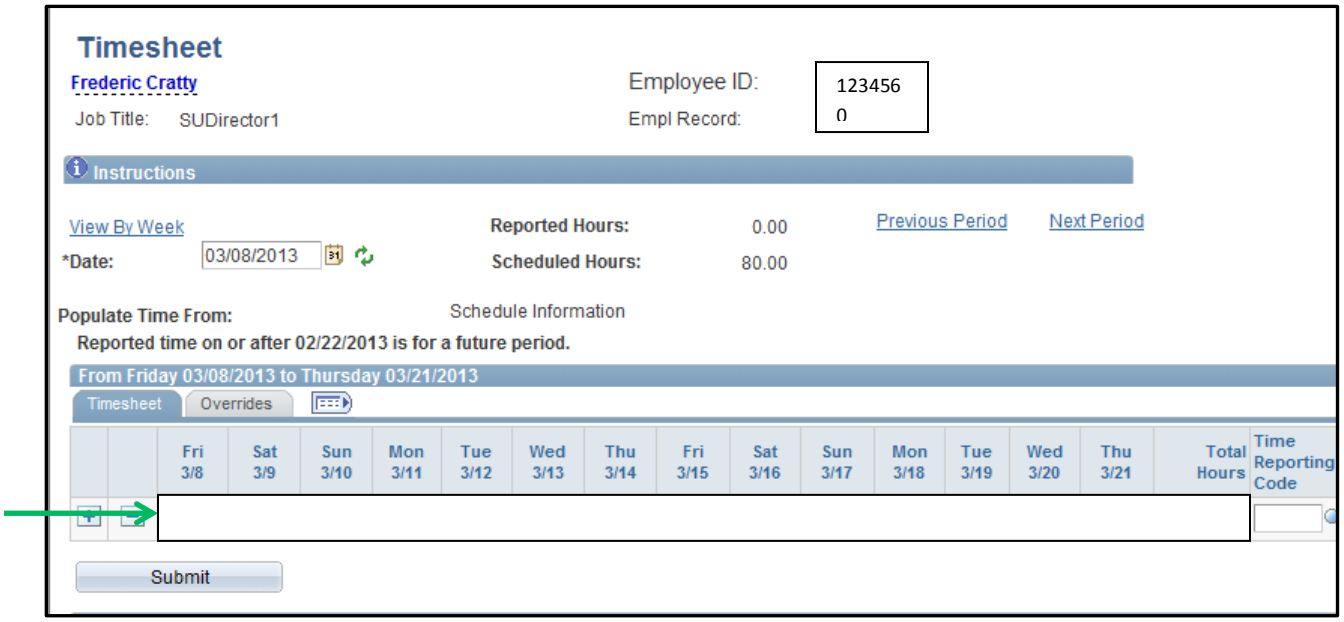


- Below we are going to be entering a timesheet for an employee who works 40 hours per week (80 per pay period). During this pay period the following time was used:

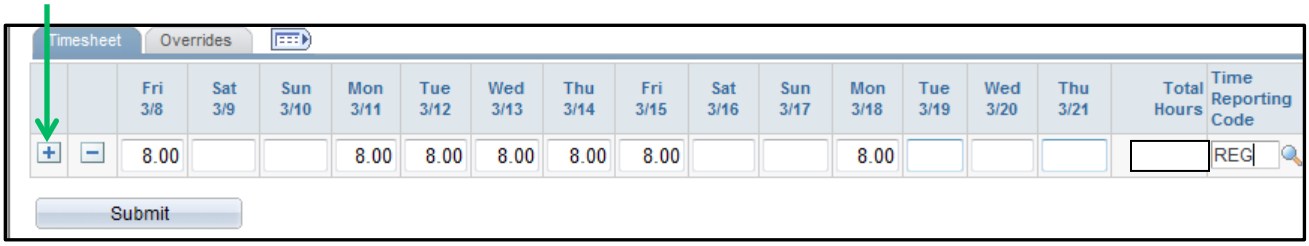
    1. 56 hours of regular pay
    2. 8 hours of sick leave
    3. 8 hours of vacation leave
    4. 4 hours of sick/medical appointment
    5. 4 hours of personal leave

    *** Please be aware that you can only enter your hours in increments of .25 as follows:

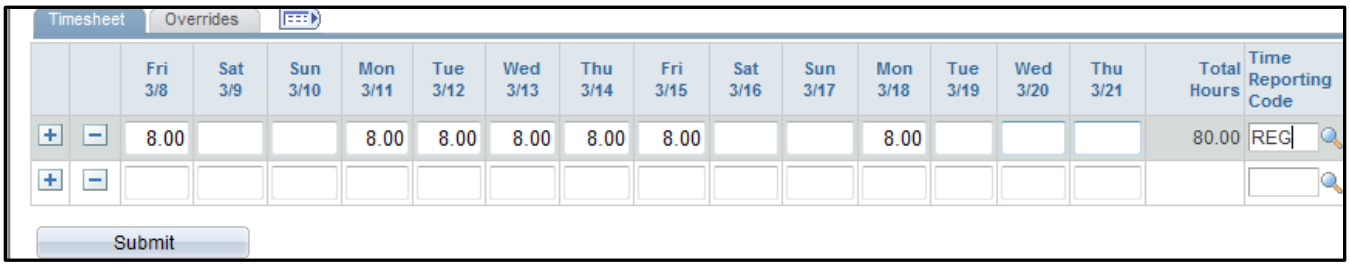
    - .25 = 15 minutes
    - .50 = 30 minutes
    - .75 = 45 minutes



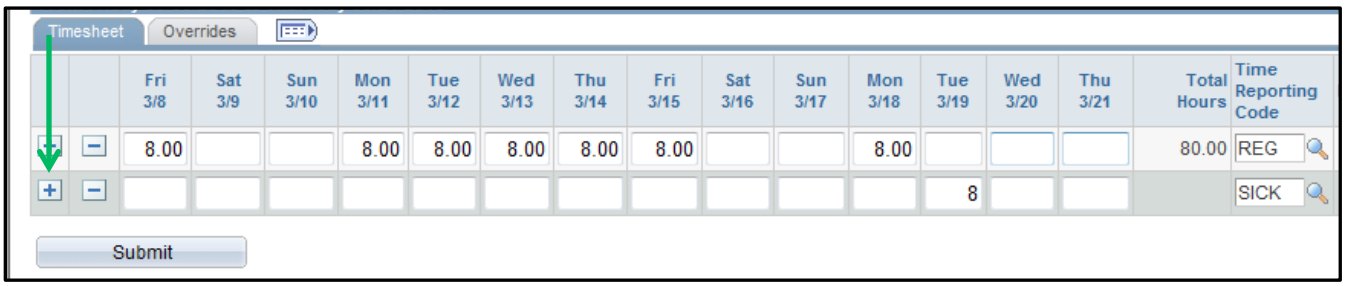

- In the above screen print you will notice that there are no hours filled in for the pay period. Go to each day that the employee worked and enter 8. Also, go to the column titled "Time Reporting Code" and enter REG which stands for "Regular Pay". Once doing so your biweekly timesheet will look as follows:



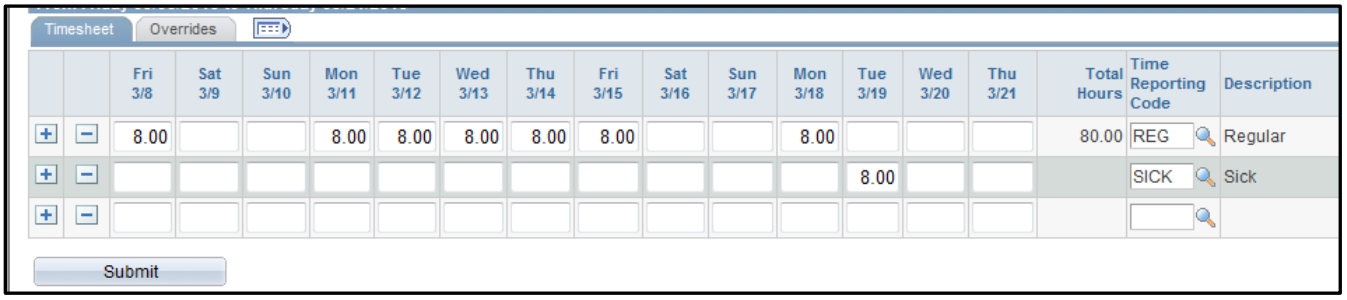
- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the "+" sign next to the beginning of the timesheet as indicated by the green arrow above. Please note that a listing of all eligible Time Reporting Codes (TRC's) are listed in a separate attachment entitled "Eligible Time Reporting Codes"
- Once doing so your biweekly timesheet will look as follows:




- You will notice that there is an additional row of empty boxes located under the row of REG pay that you just entered.
- In the new row go to the empty box located under Tue, 3/19 and enter 8 and then go to the Time Reporting Code box in the same row and enter SICK which stands for "Sick Employee Illness". Once doing so your biweekly timesheet will looks as follows:

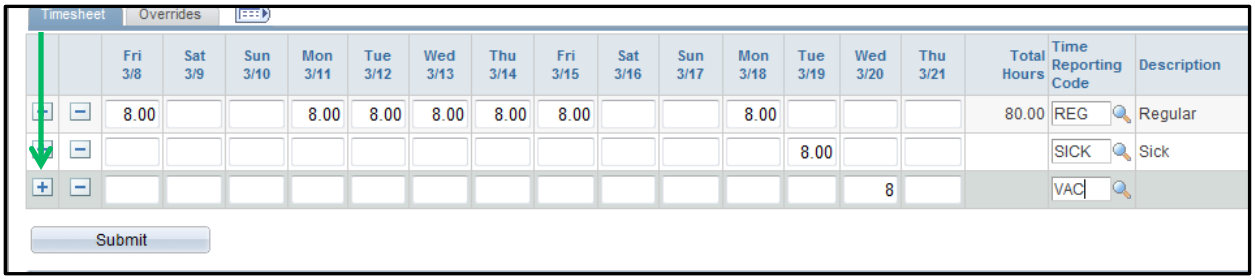



- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the "+" sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:

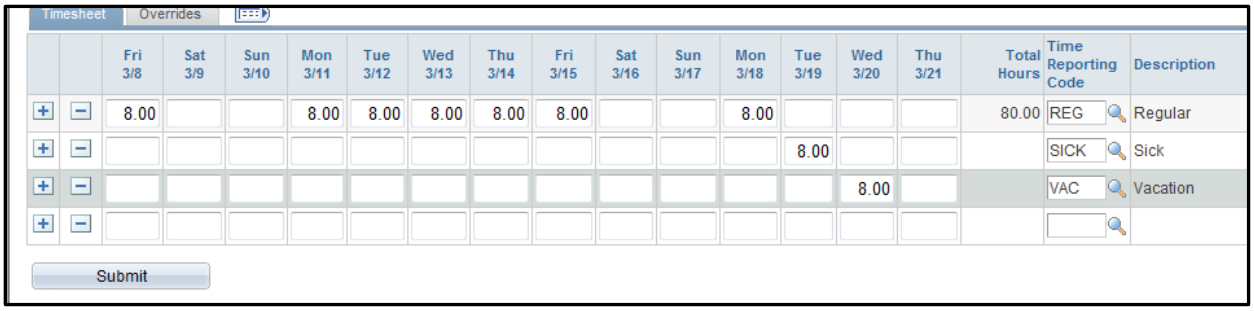



- You will notice that there is an additional row of empty boxes located under the row of SICK pay that you just entered.

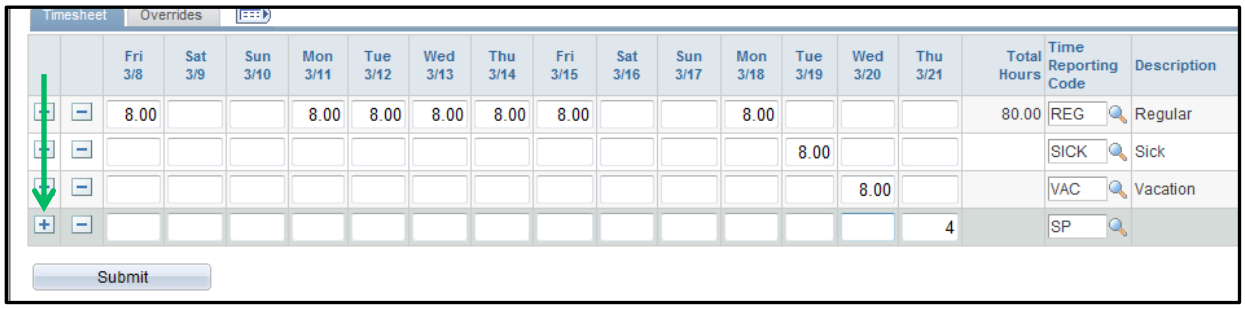
- In the new row go to the empty box located under Wed, 3/20 and enter 8 and then go to the Time Reporting Code box in the same row and enter VAC which stands for "Vacation". Once doing so your biweekly timesheet will looks as follows:



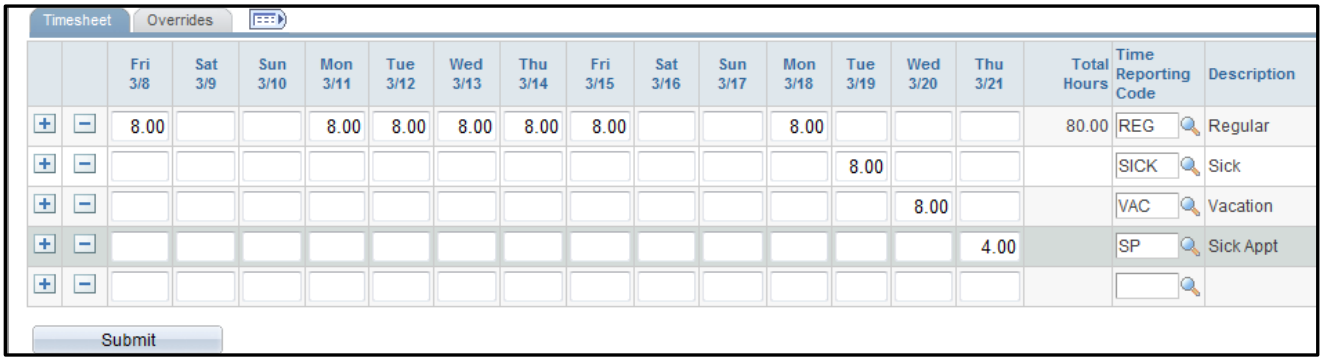

- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the "+" sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:



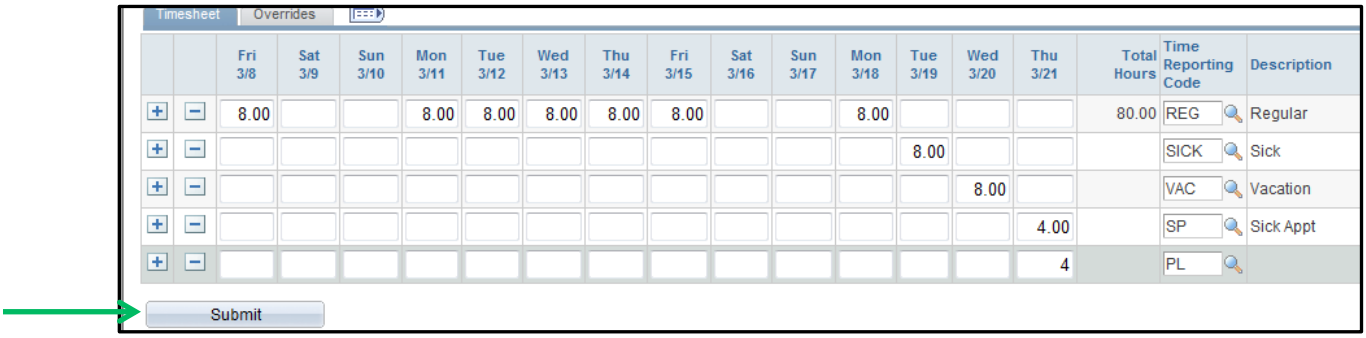

- You will notice that there is an additional row of empty boxes located under the row of VAC pay that you just entered.
- In the new row go to the empty box located under Thu, 3/21 and enter 4 and then go to the Time Reporting Code box in the same row and enter SP which stands for "Sick Medical/Dental/Eye Appt". Once doing so your biweekly timesheet will looks as follows:



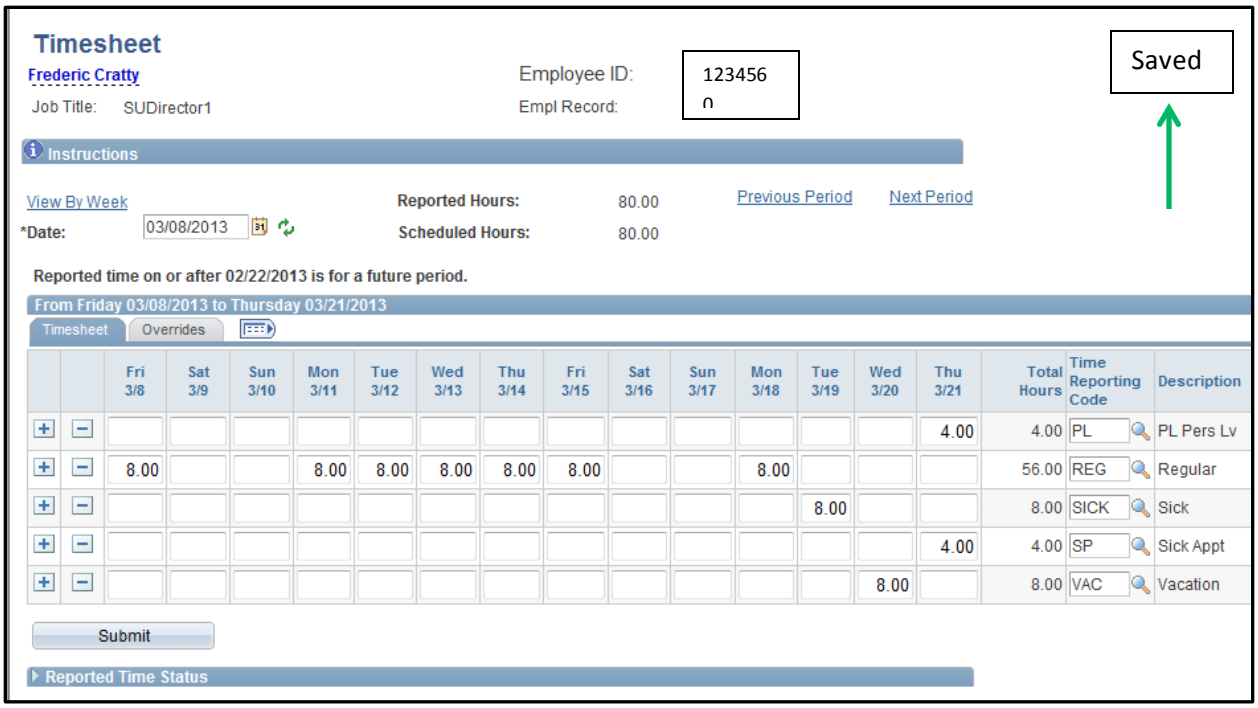
- Now you need to add another row to the timesheet in order to add the next accrued leave time. In order to do so click on the "+" sign next to the beginning of the timesheet as indicated by the green arrow above.
- Once doing so your biweekly timesheet will look as follows:



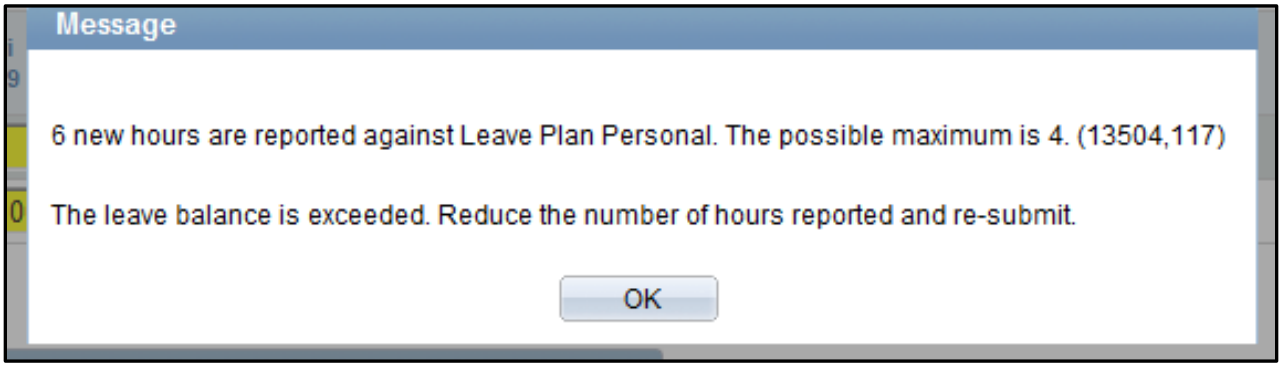

- You will notice that there is an additional row of empty boxes located under the row of SP pay that you just entered.
- In the new row go to the empty box located under Thu, 3/21 and enter 4 and then go to the Time Reporting Code box in the same row and enter PL which stands for "Personal Leave". Please be aware that since you only entered 4 hours of SP time on Thu, 3/21 you now are adding 4 hours of PL time in order to complete your 8 work day. Once doing so your biweekly timesheet will looks as follows:




- At this point you have successfully added all of your work hours and accrued leave time for the pay period, thus all you need to do is to click on the "Submit" button

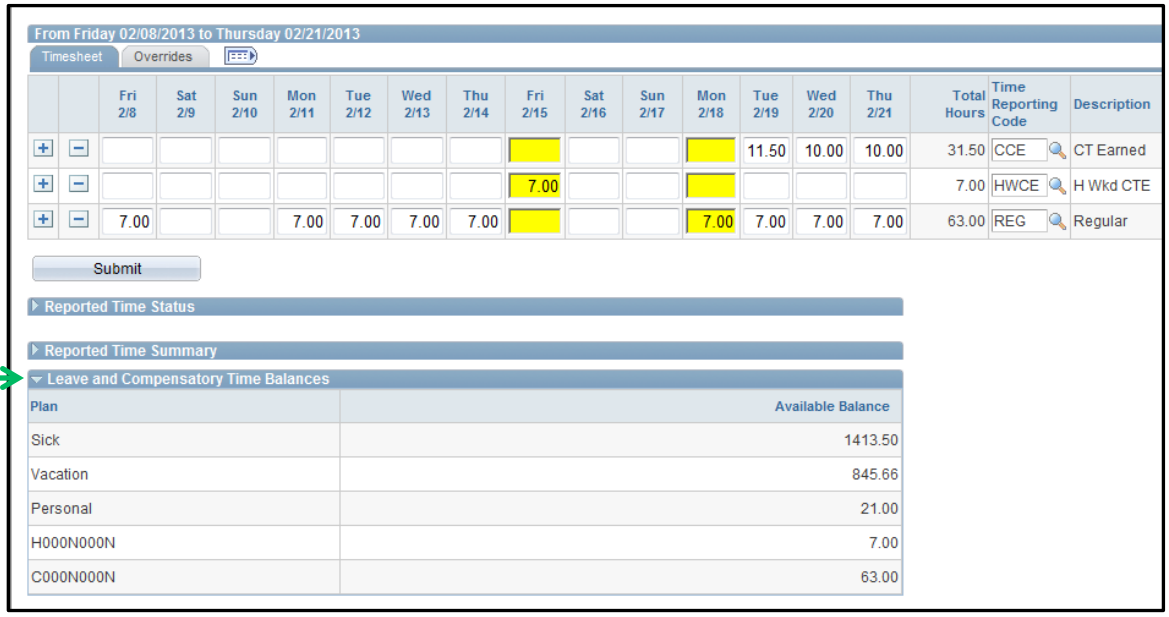



- You will then notice a "Saved" message appearing in the upper right hand corner of the screen. This will flash across the screen for a few seconds and then disappear.
- Please be aware that if you go to enter hours for a time reporting code that has a limit attached to it you will not be able to do so if you exceed the limit. An example of this is if you go to enter 6 hours of PL time and you only have 4 hours of PL time accrued you will receive an error message when you go and try to submit the time. Below is an example of this message:



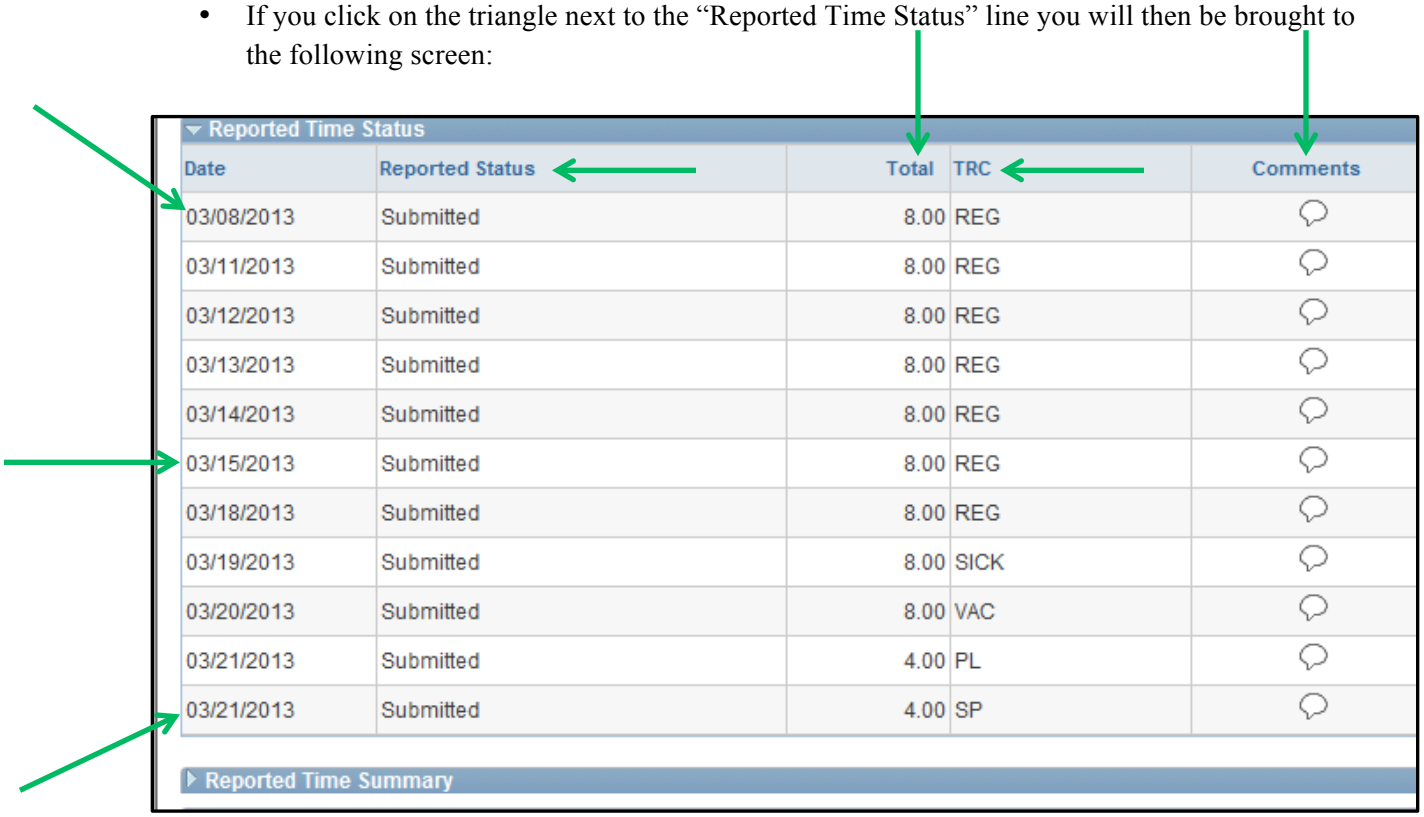

- If you receive this message then that means that you do not have enough accrual balances remaining for the specific time reporting code, thus you need to correct it before you will be able to submit your timesheet
- In order to correct this click on the "OK" box and then make the necessary corrections on the timesheet

- If you would like to see your current leave accrual balances click on the triangle next to the "Leave and Compensatory Time Balances" at the bottom of the screen as shown by the green arrow in the below screen print:




- You will now see your available leave accrual balances. Please note that all balances are listed in hours.
- Please note the H000N00N stands for Holiday Compensatory Leave accrual and C000N000N stands for Regular Compensatory Leave accrual

- If you click on the triangle next to the "Reported Time Status" line you will then be brought to the following screen:

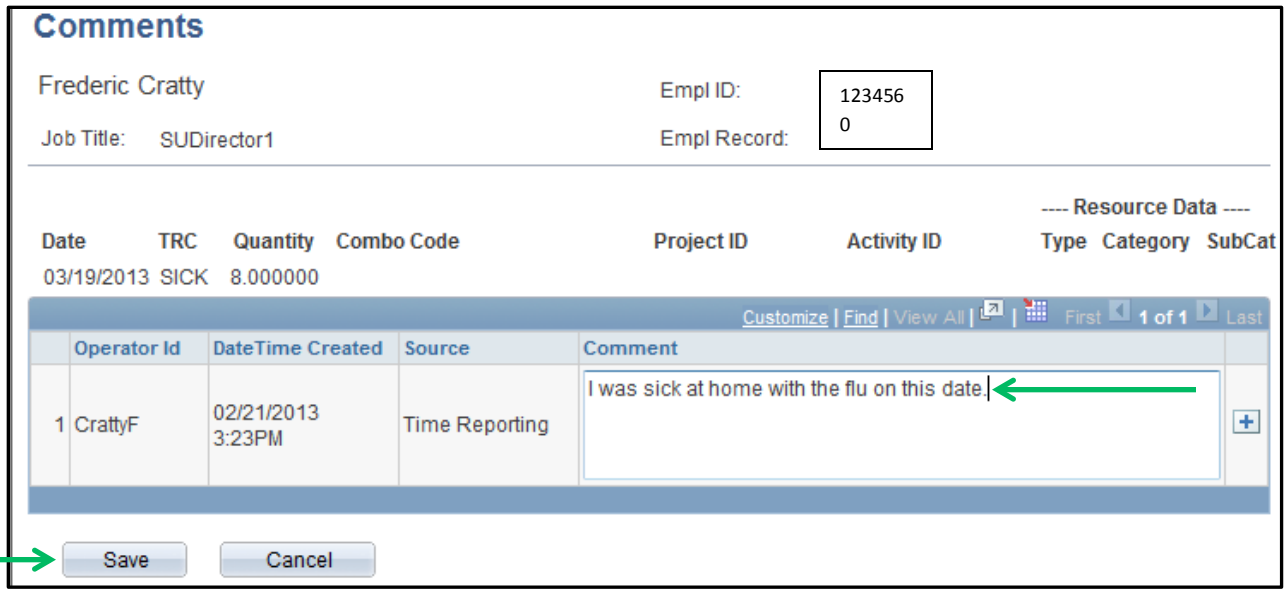


Reported Time Status

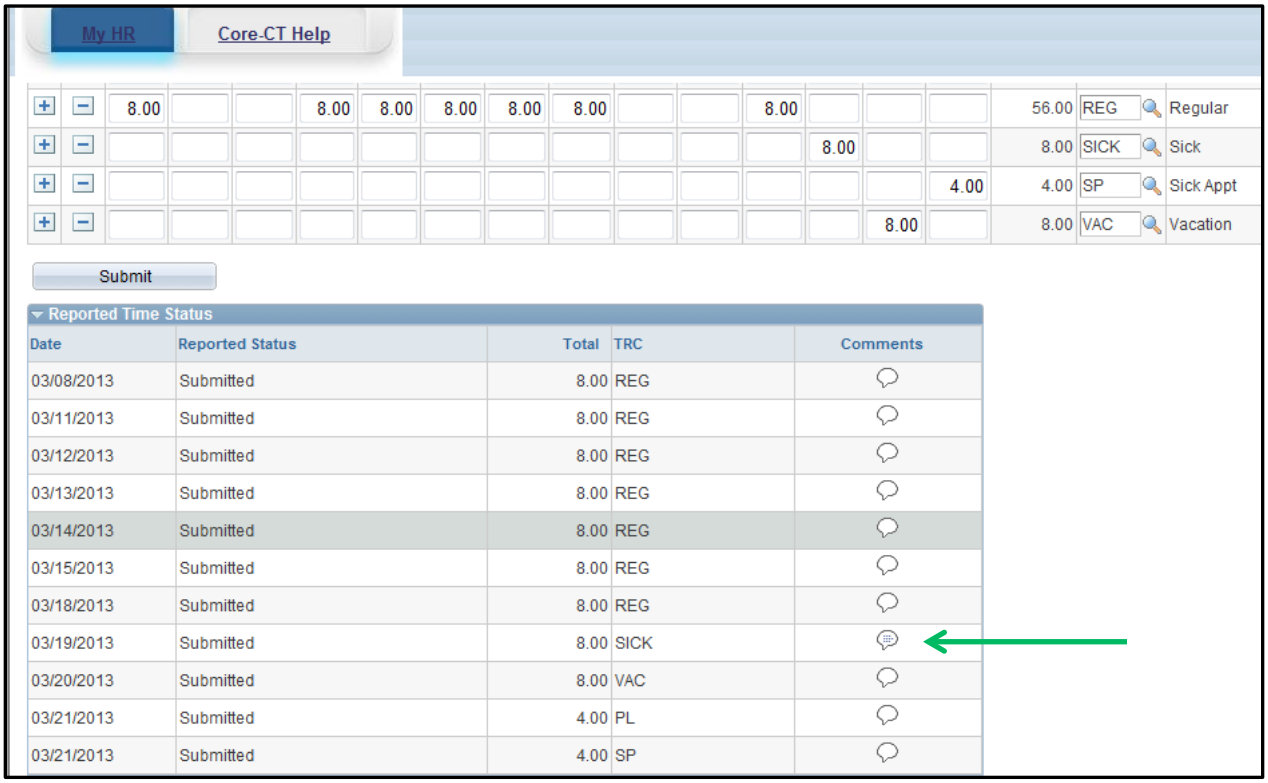
| Date | Reported Status | Total | TRC | Comments |
|---|---|---|---|---|
| 03/08/2013 | Submitted | 8.00 | REG | |
| 03/11/2013 | Submitted | 8.00 | REG | |
| 03/12/2013 | Submitted | 8.00 | REG | |
| 03/13/2013 | Submitted | 8.00 | REG | |
| 03/14/2013 | Submitted | 8.00 | REG | |
| 03/15/2013 | Submitted | 8.00 | REG | |
| 03/18/2013 | Submitted | 8.00 | REG | |
| 03/19/2013 | Submitted | 8.00 | SICK | |
| 03/20/2013 | Submitted | 8.00 | VAC | |
| 03/21/2013 | Submitted | 4.00 | PL | |
| 03/21/2013 | Submitted | 4.00 | SP | |

Reported Time Summary

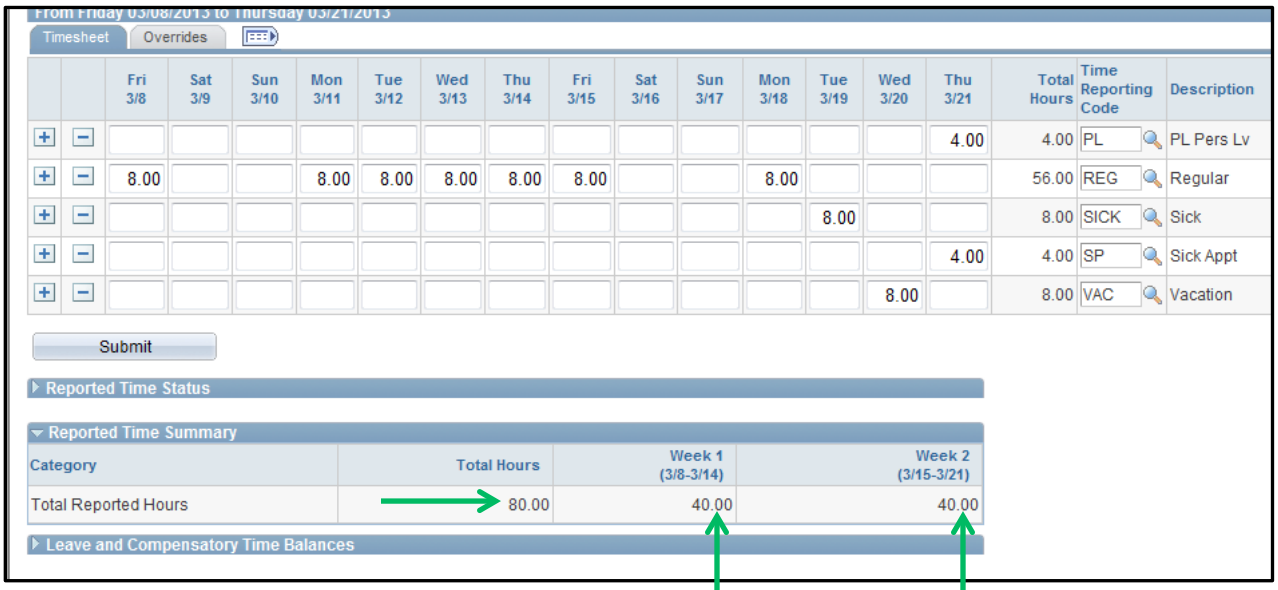
- You now will see each day listed that you entered time for along with a reported status code of "Submitted." This means that you have submitted your hours worked along with your accrued leave time to your supervisor and there is nothing further for you to do. Please be aware that your supervisor will not be able to access or approve your biweekly timesheet until the following day. This is due to the fact that the system has to process the hours during an overnight process.
- Also, please note that the column titled "TRC" stands for Time Reporting Code. In this column you will see the various TRC's that you have entered (REG, SICK, VAC, PL, & SP) for the pay period along with their respective hours listed in the "Total" column.
- You will also note that there is a column titled "Comments." This is not a required column to complete, however it will allow you to enter comments for your supervisor to see regarding any of the hours entered on your timesheet. In order to enter comments for a specific day double click on the "comment bubble" next to the respect date you would like to enter a comment for. After doing so you will be brought to the following screen:



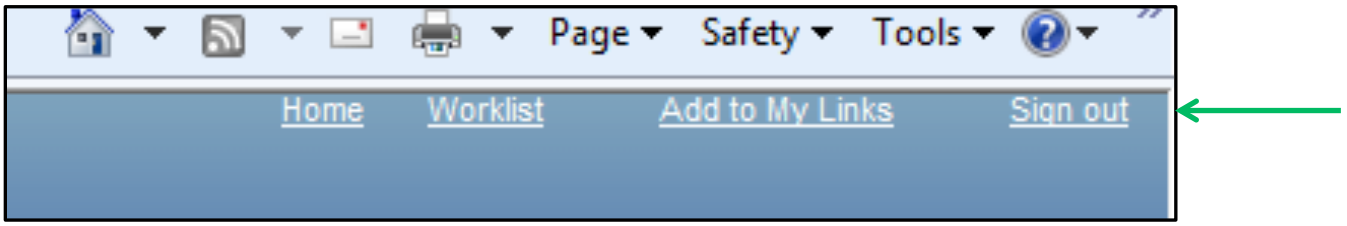

- As you can see in the comment box I entered the following: "I was sick at home with the flu on this date." Again, you are not required to enter any comments but it is a nice location to do so if necessary. However, please be aware that once you enter a comment it cannot be deleted, thus make sure to only enter appropriate comments if entering any at all.
- Once you have completed entering your comment click on the "Save" button
- After clicking "OK" on the warning message you will be brought to the following screen:



- As you will see in the above screen print inside the comment bubble for 3/19/2013 there are now some lines. This means that comments have been entered for that specific date.
- If you would like to enter any comments for any other days follow the same procedure as above.
- If you click the triangle next to "Reported Time Status" again it will now hide this information
- Now click on the triangle next to the "Reported Time Summary" line and you will be brought to the following screen:



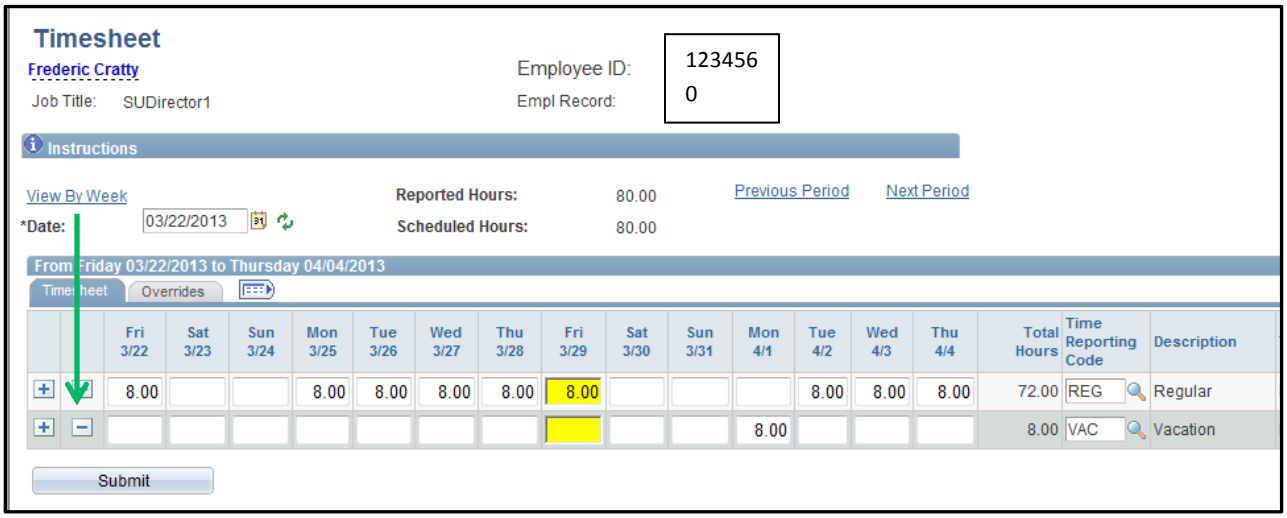

- Please note the "Total Hours" noted above is 80.00. This number should equal the number of hours that you worked for the two (2) week pay period.
- Also, please note that there a column titled "Week 1" which lists 40.00 hours and "Week 2" which lists 40.00 hours. These columns represent the number of hours that you worked in each respective week of the pay period.
- If you click the triangle next to "Reported Time Summary" again it will now hide this information
- At this point there is nothing further that you need to do and you can log out of Core-CT by clicking on the "Sign Out" button on the top right hand side of the screen as noted by the green arrow below.



## Removing Hours That Were Entered Incorrectly

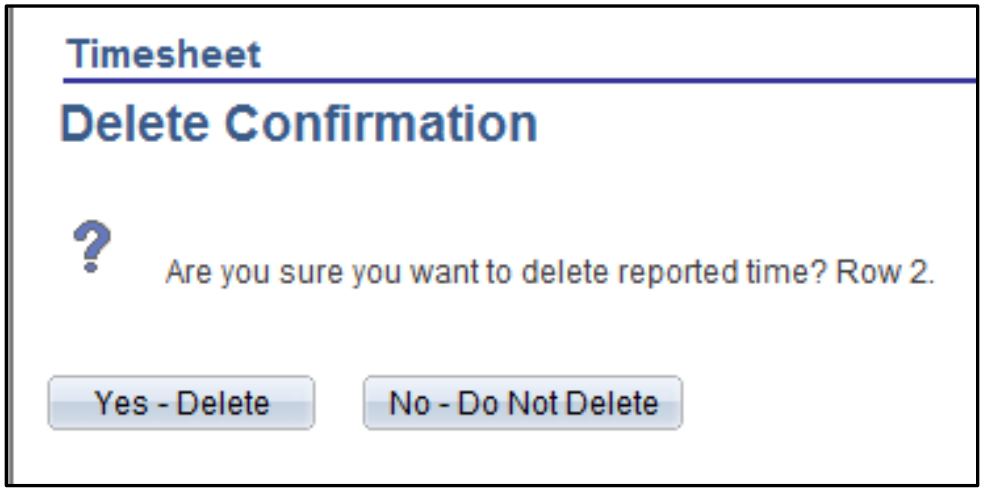
- Click on the "Timesheet" as noted by the green arrow below:

- You will then be brought to the following screen:

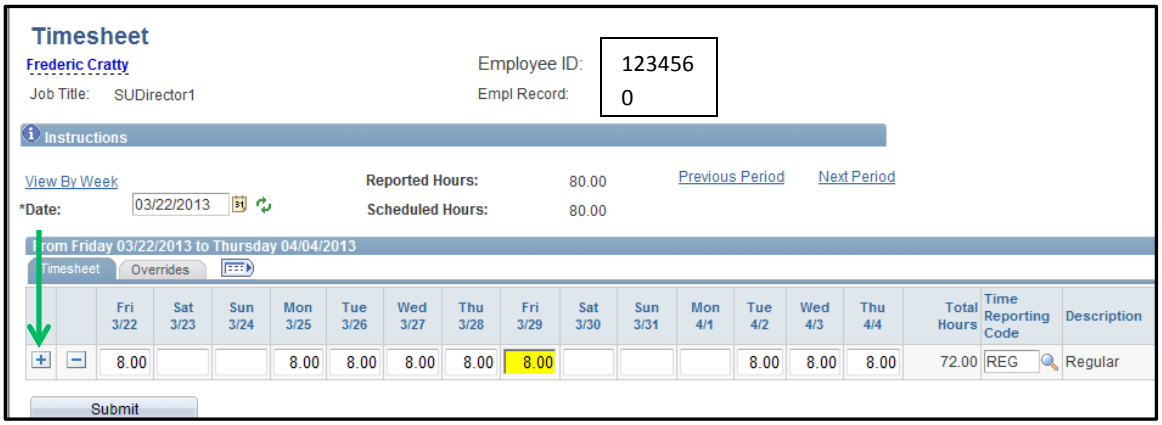



- In this example let's say that you entered 8.00 hours of Vacation (VAC) leave on Mon., 4/1, however you should have entered it as 8.00 hours of Personal Leave (PL) instead.
- In order to correct this click on the "-"sign at the far left-hand side of the row that contains VAC. This is noted by the green arrow above.

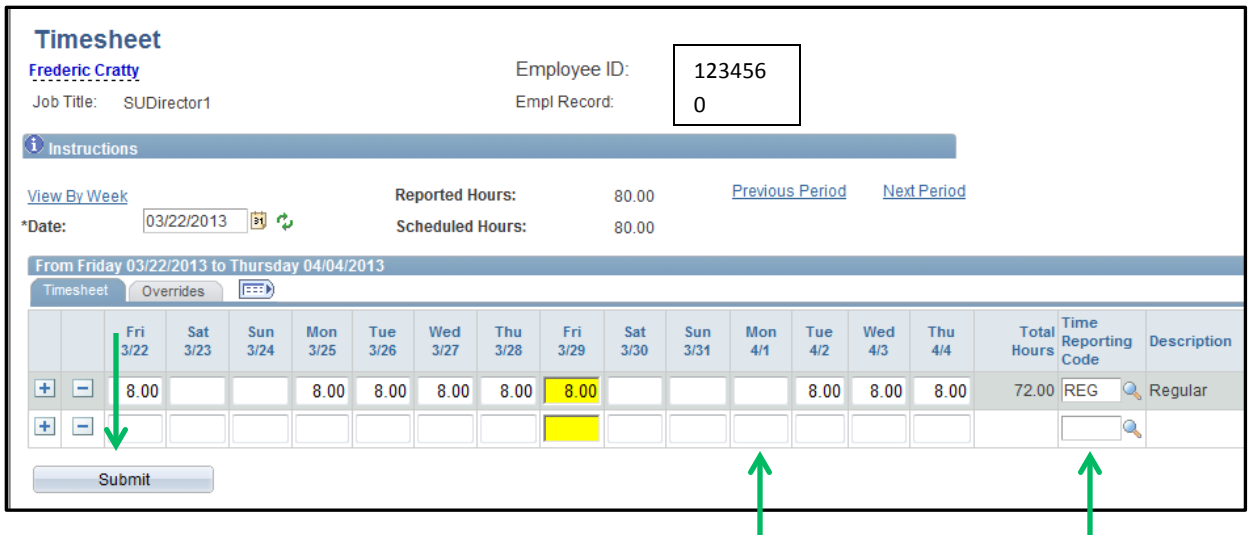
- You will then receive the below confirmation message:



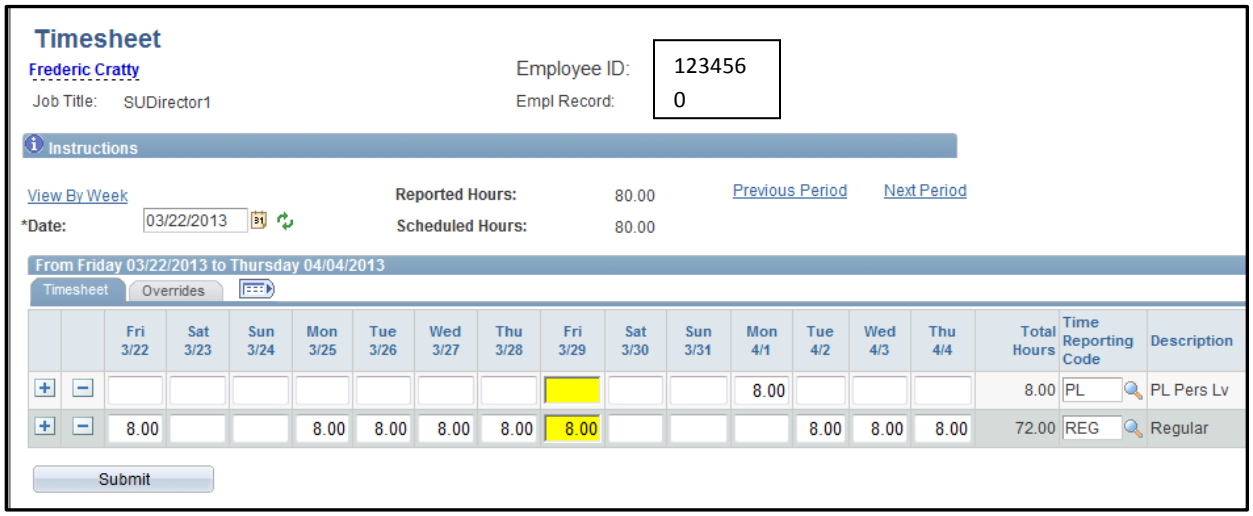

- Click on the "Yes – Delete" option
- Your timesheet will now look as follows:




- You will now notice that the line containing the 8.00 hours of VAC time is no longer visible
- Click on the "+" sign at the far left-hand side of the row containing the REG hours as noted by the green arrow above
- Your timesheet will now look as follows:

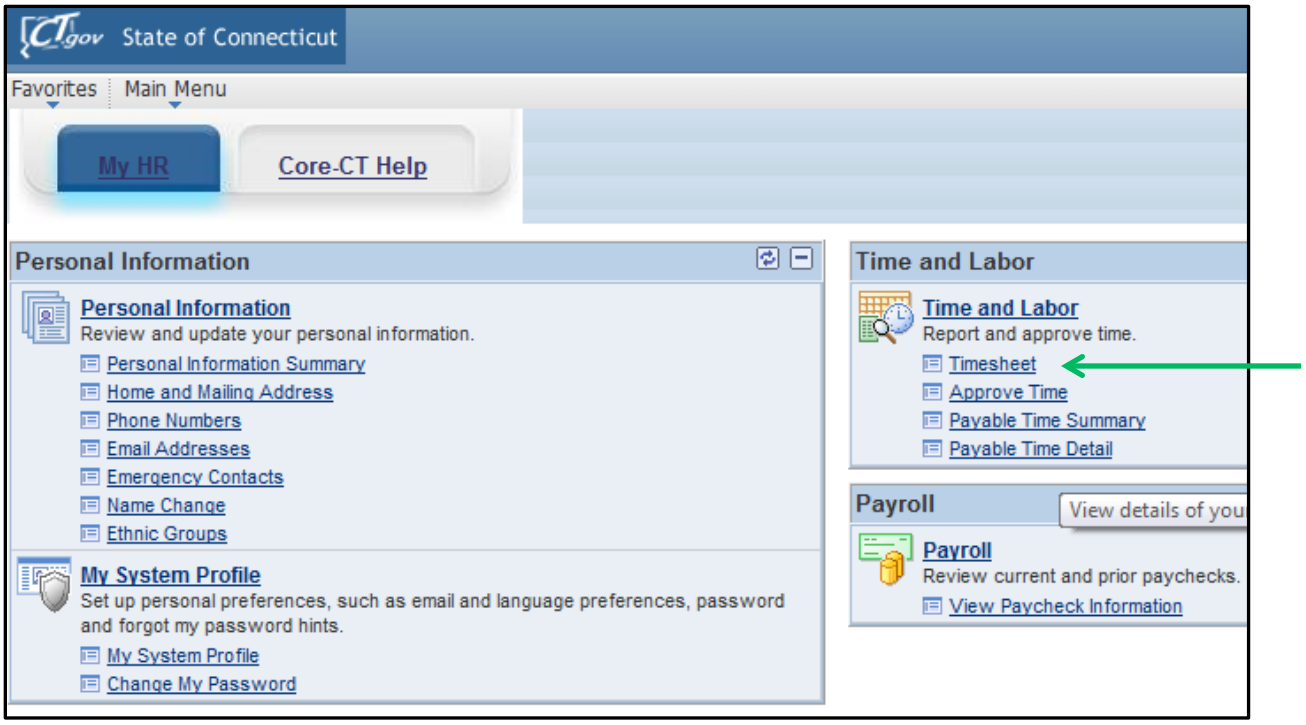



- Now go and enter the 8.00 hours on the new line for Mon., 4/1 and then enter PL in the Time Reporting Code box and then click on the "Submit" button
- Your timesheet will now look as follows:

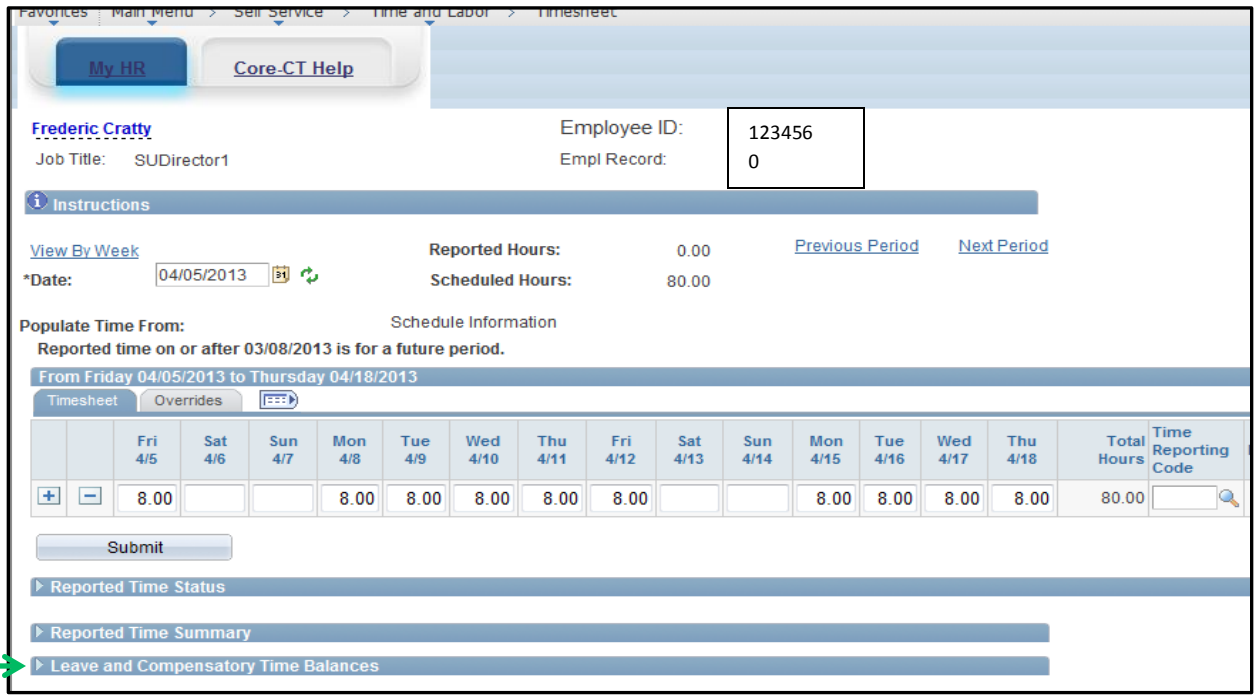


## Viewing Your Leave Accrual Balances

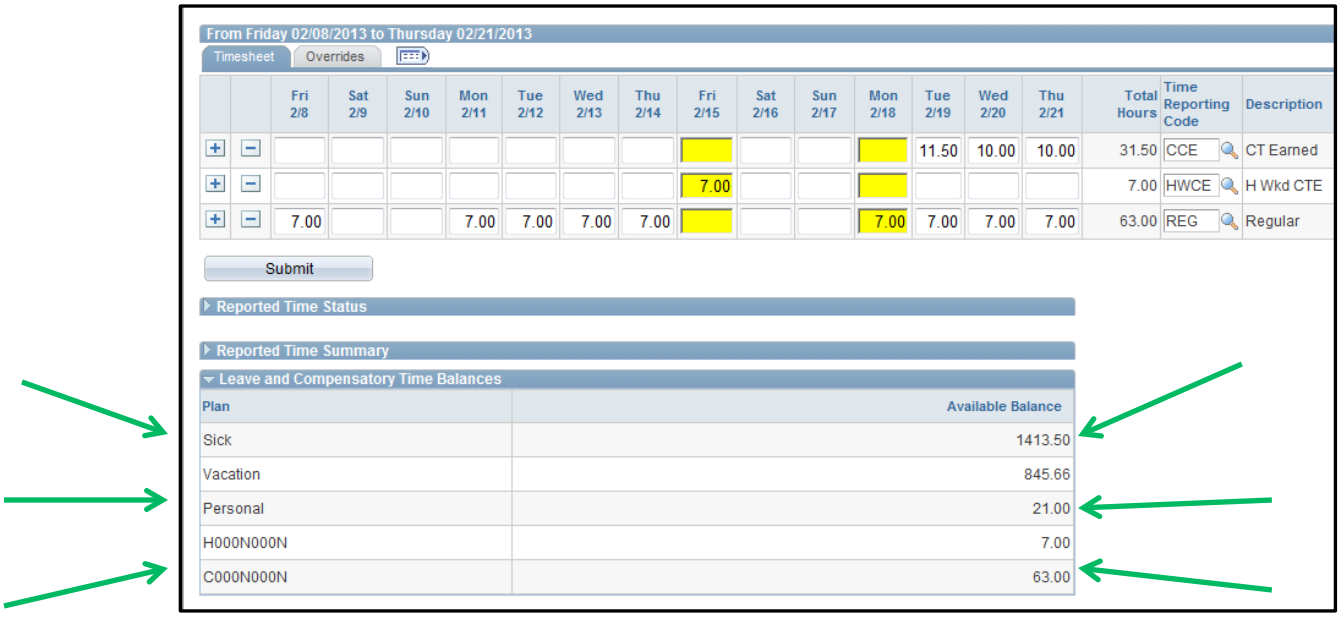
- In order to view your leave accrual balances for items such as sick, vacation, personal leave, and compensatory time click on the "Timesheet" option noted below.




- You will then be brought to the following screen:



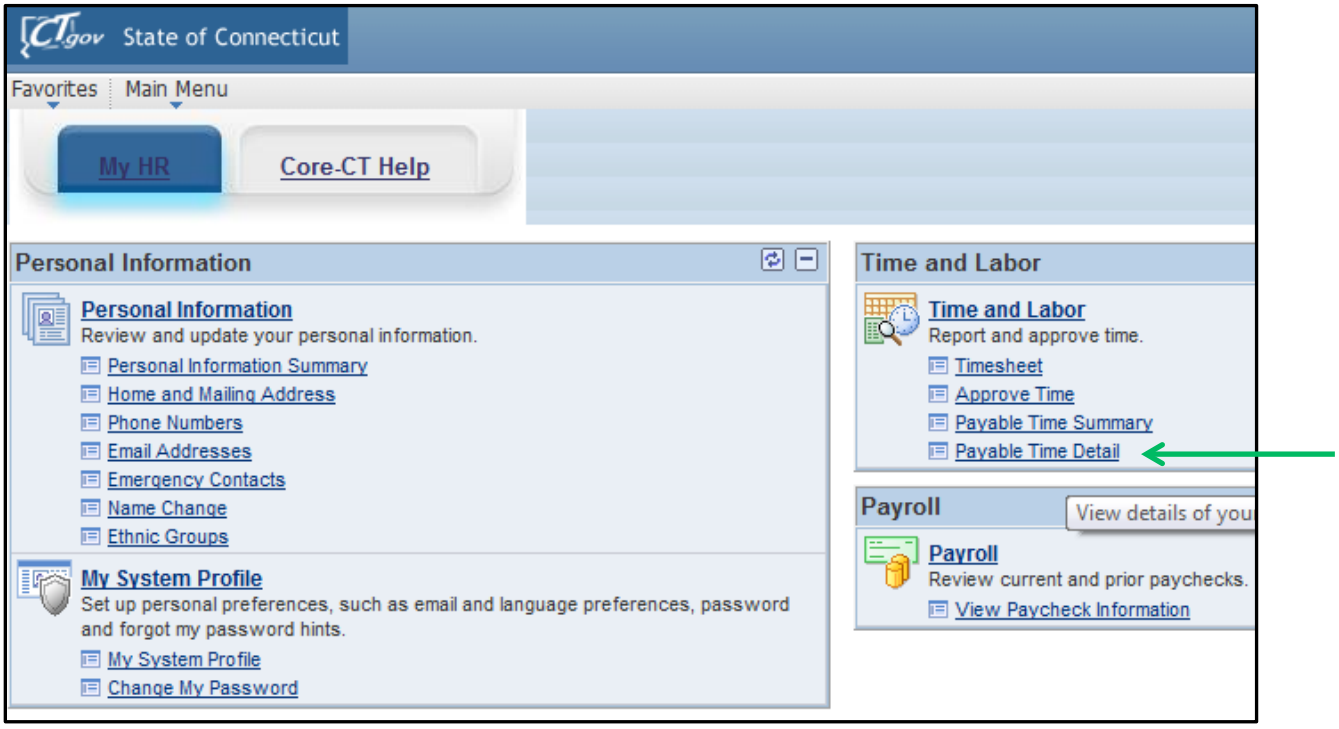
- Click on the triangle next to the “Leave and Compensatory Time Balances”



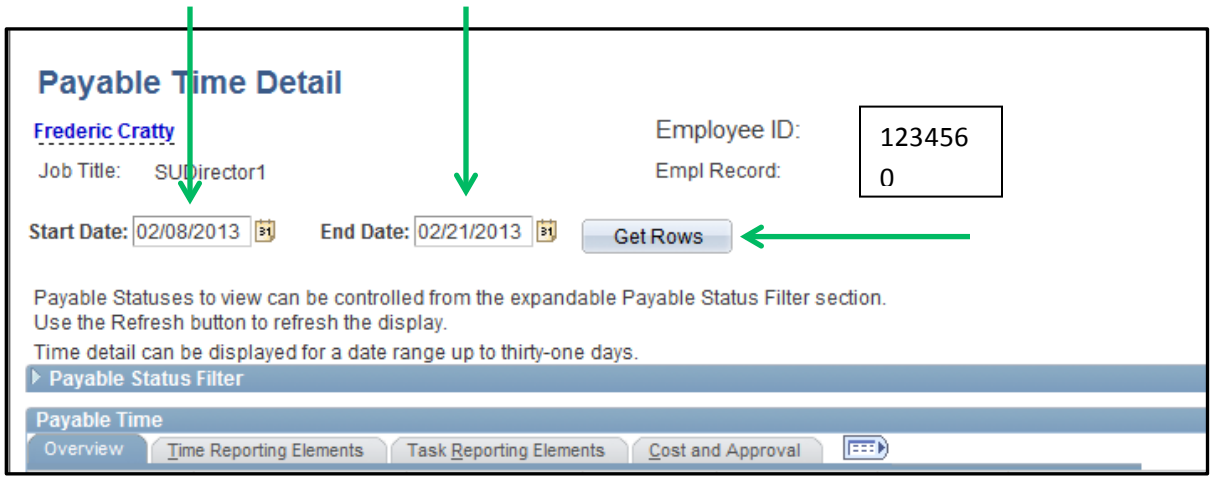

- You will now see your available leave accrual balances. Please note that all balances are listed in hours.
- Please note the H000N00N stands for Holiday Compensatory Leave accrual and C000N000N stands for Regular Compensatory Leave accrual

## Reviewing the Detailed Status of a Submitted Timesheet

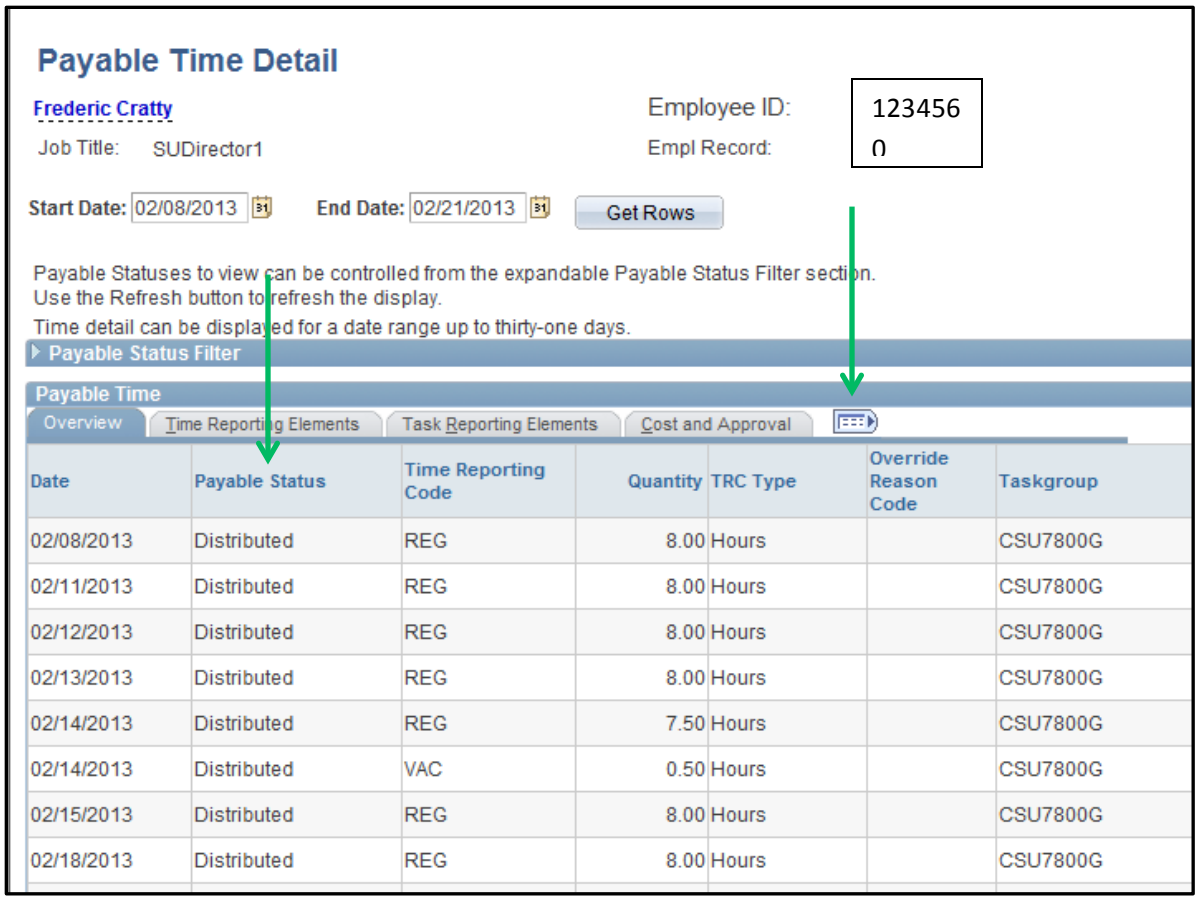
- Click on “Payable Time Detail” as indicated by the green arrow below




- You will now be brought to the following screen:




- In the boxes above indicated by the green arrows enter the starting date and end date of the pay period that you would like to check the status of your submitted time for.
- Click on the “Get Rows” button as indicated by the green arrow above
- You will then be brought to the following screen:




| Date | Payable Status | Time Reporting Code | Quantity | TRC Type | Override Reason Code | Taskgroup |
|---|---|---|---|---|---|---|
| 02/08/2013 | Distributed | REG | 8.00 | Hours | | CSU7800G |
| 02/11/2013 | Distributed | REG | 8.00 | Hours | | CSU7800G |
| 02/12/2013 | Distributed | REG | 8.00 | Hours | | CSU7800G |
| 02/13/2013 | Distributed | REG | 8.00 | Hours | | CSU7800G |
| 02/14/2013 | Distributed | REG | 7.50 | Hours | | CSU7800G |
| 02/14/2013 | Distributed | VAC | 0.50 | Hours | | CSU7800G |
| 02/15/2013 | Distributed | REG | 8.00 | Hours | | CSU7800G |
| 02/18/2013 | Distributed | REG | 8.00 | Hours | | CSU7800G |

- As you will see all of the dates that you have submitted time for appear above.
- In order to see the status of your submitted time you need to refer to the "Payable Status" column. In this column you will see one of the specific statuses which are defined below:

| **Payable Status** | **Definition** |
|---|---|
| Needs Approval | Your supervisor has not approved your timesheet yet |
| Approved | Your supervisor has approved your timesheet |
| Sent to Payroll | Your approved timesheet has been sent to payroll for processing |
| Taken by Payroll | Your approved timesheet will be used to calculate your paycheck |
| Distributed | Your paycheck has been generated |

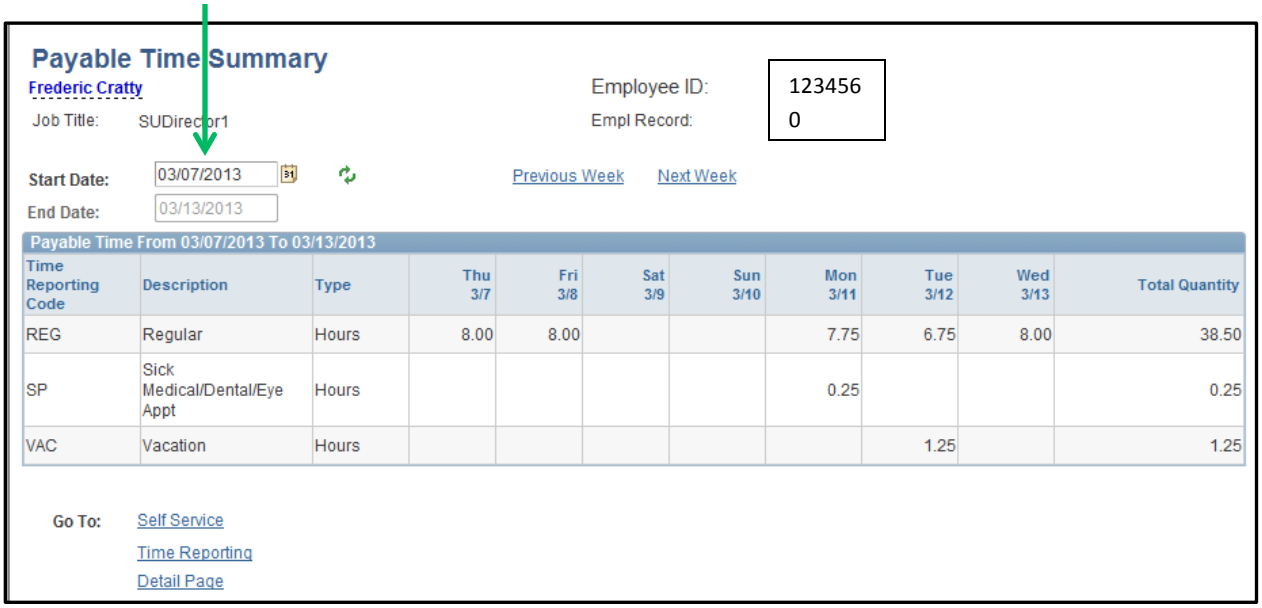
- If you click on the icon noted by the green arrow above and scroll to the right you will be able to see the date and time your hours were approved as well as the User ID of the approver. Below is what this screen will look like:

| | Approved at | User ID |
|---|---|---|
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |
| | 02/22/2013 8:25:23AM | SpiridonC |

## Reviewing a One Week Summary of a Submitted Timesheet

- Click on "Payable Time Summary" as indicated by the green arrow below

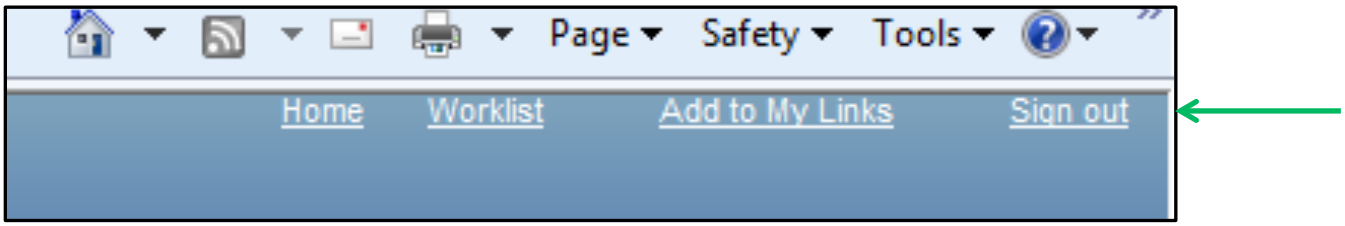
- You will now be brought to the following screen:



- This screen will allow you to see the hours that you listed for a specific time reporting code during a one (1) week timeframe. In order to see a different week change the “start date” as indicated by the green arrow above.

## Logging Out of Core-CT

- You can log out of Core-CT by clicking on the "Sign Out" button on the top right hand side of the screen as noted by the green arrow below.



## Important Items

- All employees must submit their timesheet(s) in Core-CT **by 8:00pm on the last day of the pay period**. For example if the pay period is Friday, March 8, 2013 – Thursday, March 21, 2013, then your time sheet(s) must be submitted by 8:00pm on Thursday, March 21, 2013.

- Department supervisors must approve all timesheet(s) in Core-CT by **8:00pm on the Friday following the last day of the pay period**. For example if the pay period is Friday, March 8, 2013 – Thursday, March 21, 2013, then your department supervisor(s) must approve your timesheet(s) by 8:00pm on Friday, March 22, 2013

- If for some reason an employee's timesheet is not processed according to the above timeframes then they will receive their paycheck in the following paycheck cycle, or in the paycheck cycle when the above timeframes are met.

- Core-CT is only available for employees and department supervisors to use during the following time periods:

  Monday – Sunday (4:00am – 8:00pm*)

  * On the Thursday in the middle of the pay period every two weeks the system becomes unavailable at 2:00pm instead of 8:00pm

- After an employee enters their hours into Core-CT the department supervisor must wait until the **following day** in order to approve the timesheet. This is necessary in order for an overnight batch process to run in Core-CT.

- Set a recurring reminder on your Outlook calendar for every other Thursday (payday) to submit your timesheet.

- Add the Core-CT login page to your favorites on your web browser.

## Core-CT Documentation and Website

All information regarding Core-CT, including a direct website link to login, is located on the Human Resources Department website at the below link:

**http://www.wcsu.edu/hr/**

Once you are logged into the Human Resources Department website click on the following option:

- Core-CT Self-Service

## Questions

If you have any questions or concerns regarding using Core-CT please feel free to contact Lisa Lengel, Assistant Director of Human Resources – Benefits Administration. Ms. Lengel is located on the first floor of University Hall in the Human Resources Department. Her e-mail address is lengell@wcsu.edu and her work phone number is 203-837-8666.